



**JUSTICE AND PUBLIC
SAFETY CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

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CHAPTER: Admissions

**AUTHORITY: KRS
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SUBJECT: Day Treatment Admissions

POLICY NUMBER: DJJ 201

TOTAL PAGES: 3

EFFECTIVE DATE: 1/04/2016

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, COMMISSIONER

I. POLICY

Day Treatment Programs shall provide treatment with an educational component. Before a youth is placed in a day treatment program, an assessment of the youth's individual needs shall be completed. The Department shall provide services to youth in day treatment programs without discrimination regardless of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.

II. APPLICABILITY

This policy shall apply to all Department of Juvenile Justice (DJJ) operated Day Treatment programs.

III. DEFINITION

Refer to Chapter 200.

IV. PROCEDURES

A. Admission Criteria

Youth ages twelve (12) and above shall be eligible for admission consideration. Priority for admission shall be given to:

1. DJJ youth transitioning from a DJJ residential facility;
2. DJJ youth transitioning from or into contracted Private Child Care (PCC) or therapeutic foster care;
3. Youth adjudicated, probated, or committed on delinquent offenses;
4. Youth at risk of out of home placement; and

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5. Youth with severe behavioral issues in the school and in the community.

B. Referral Process

1. All referrals shall be submitted in writing and include the following information:
 - a. Name,
 - b. Address,
 - c. Date of birth,
 - d. Sex,
 - e. Race,
 - f. Name of referring agency,
 - g. Presenting problems(if applicable),
 - h. Social history;
 - i. Needs assessment.
 - j. Clinical evaluations (if applicable),
 - k. Assessments (if applicable),
 - l. Recommendations,
 - m. Schools assessments and records (if applicable),
 - n. Pre-disposition and court reports,
 - o. Probation or supervised placement conditions (if applicable); and
 - q. Any other information pertinent to the youth.
2. Referrals shall be reviewed by the program Superintendent and treatment team members. The referring individual or agency shall be notified of a decision within two weeks of the program receiving a complete referral packet. If the decision is made that the Day Treatment is not the appropriate program for a youth, a response in writing shall be provided to the referring agency or individual with recommendations for other service options.

C. Accommodations for youth with disabilities shall be made within existing programs and facilities, as needed.

D. When a youth is determined to present a danger to self or others, appropriate referrals for care and treatment shall be made.

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V. MONITORING MECHANISM

Monitoring shall be done by the Regional Director on an on-going basis. Regularly scheduled Quality Assurance Reviews shall also monitor this process.